



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027823R10001

**ISSUANCE DATE:** October 20, 2022

**CLOSING DATE/TIME:** November 02, 2022  
11:59 p.m. Amman local time

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

**Cynthia B. Rogers**  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72027823R10001
- 2. OPEN TO:** Current Employees of the Mission - All Agencies
- 3. ISSUANCE DATE:** October 20, 2022
- 4. CLOSING DATE/TIME:** November 02, 2022, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Administrative Assistant  
Office of the Director
- 6. PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 7. MARKET VALUE  
(SALARY PER ANNUM):** **JOD 12,244 – JOD 20,213** Equivalent to **Grade FSN-07**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

## **11. STATEMENT OF DUTIES:**

USAID/Jordan has an immediate vacancy for an Administrative Assistant position at the Office of the Director (DIR). The work schedule is 40 hours per week and the workweek is Sunday-Thursday. The incumbent must demonstrate flexibility in working hours as required by the front office.

The incumbent is responsible in coordination with Front Office Administrative Staff of performing administrative and non-technical sensitive nature duties, covering a variety of administrative, secretarial support activities for one of the two Deputy Mission Directors (DMD), and for one Resident Legal Officers (RLO) with administrative duties including; maintaining calendars, preparation of routine correspondence, presentations, reports, schedules, briefing materials, special projects assignments, and providing support to other offices when needed. The incumbent directly reports to one of the two Deputy Mission Directors and serves as a backup for the Mission Director Executive Assistant and the second DMD Administrative Assistant.

## **Major Duties and Responsibilities:**

### **Deputy Mission Director/RLO Administrative Management**

The incumbent in coordination with the Mission Director Executive Assistant serves as the Administrative Assistant to one of the two Deputy Mission Directors and one Resident Legal Advisors (RLO); independently performs work of a sensitive nature covering a variety of administrative duties, such as liaising with the Mission's technical and support offices; organizes, requests and coordinates preparation of briefing materials from office directors and other staff; makes priority judgments about meetings on important program and support issues.

The incumbent in coordination with the Mission Director Executive Assistant maintains the Deputy Mission Director/RLO, schedules meetings with internal and external contacts such as host government and Donor Officials. Liaises and coordinates closely with concerned parties in obtaining necessary information/documentation for scheduled meetings.

The incumbent receives and screens visitors for the Deputy Mission Director/RLO, submits necessary access requests in advance, liaises with Regional Security Office on VIP visitors, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides callers and visitors with information of a general nature, and disseminates routine information.

The incumbent coordinates travel arrangements for the Deputy Mission Director/RLO, as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares their travel vouchers and other travel documents.

The incumbent supports the Deputy Mission Director in utilizing USAID electronic systems such as electronic country clearances, e-services, and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures compliance with Mission administrative and financial management procedures.

The incumbent organizes and maintains the Deputy Director/RLO files in accordance with the Automated Directive System (ADS). The Administrative Assistant also supports in maintaining their working files and contacts.

### **Document Quality Control and Office Management**

The incumbent reviews correspondence and reports on format, spelling, grammar, and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

The incumbent distributes and manages the flow of incoming correspondence, official mail for the Deputy Mission Director/RLO, attaching pertinent background materials, as necessary. The incumbent reviews and tracks outgoing correspondence.

The incumbent composes non-technical correspondences, prepares, and assembles information from various reports, briefings, and meetings for the Deputy Mission Director. Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes' appropriately to share with Mission staff, and provides records for the files.

Maintains adequate stocks of office supplies; requisition supplies and/or any services. The incumbent

serves as a backup for the Mission Director Executive Assistant and the second DMD Administrative Assistant at the Office of the Director.

***Supervisory Relationship***

The incumbent reports to one of the two Deputy Mission Directors and/or his/her designee.

***Supervisory Controls***

Supervision of other staff is not contemplated.

***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**13. AREA OF CONSIDERATION**

To meet basic eligibility requirements, the applicant must be a current employee of the mission and must submit a complete application as outlined in the section titled APPLYING. The applicant must have a valid medical and security clearances.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** A Minimum of two years of College or University studies. **Supporting documentation (i.e. a copy of College Certificate, University Degree or a certified document from university that candidate has completed two years of study must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum of three (3) years of office management with administrative and secretarial experience required. At least one year of experience with an international organization.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required
- d. **Skills and abilities:** The incumbent must demonstrate flexibility in working hours as required by the front office. The incumbent must maintain strict confidentiality relating to all sensitive matters pertaining to the Director's Office functions. The incumbent must value diversity and must be able to operate in a highly functioning diversified team environment. S/he must demonstrate excellent teamwork and participation, must maintain excellent interpersonal skills and customer focus together with providing excellent customer service in a manner that maintains smooth and effective relationship with USAID Mission staff. Must have demonstrated skill operating office equipment,

including fax machines, scanners, and copiers. Must have demonstrated ability to manage an office, exercise discretion work within a team, multi-task, perform under pressure, and produce accurate documents. Demonstrated ability to use sound judgment to prioritize competing demands for the time of a high ranking official, make quick decisions to resolve conflicting requirements, and exercise discretion given the high level of responsibility and trust. Must have demonstrated organization, proof-reading, and basic translation and interpretation skills. The incumbent must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations. Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook, and PowerPoint) and navigating the internet.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience 20%
- b. Language Proficiency 30%
- c. Skills and abilities 50%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae. \*
- b. Copy of the Jordanian National ID and/or Jordanian Passport. \*
- c. Copies of educational certification for eligibility purposes (English or Arabic). \*
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. \*
- e. Filled and signed Universal Application for Employment (DS-0174).

**\*Failure to submit items a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov). Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

## **VII. TAXES**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)